

U.S. GOVERNMENT PUBLISHING OFFICE

Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Litigation Support Materials**

as requisitioned from the U.S. Government Publishing Office (GPO) by the

U.S. Department of Justice

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning DATE OF AWARD and ending August 31, 2020, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Dallas, TX time, on September 6, 2019.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to:

**U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242.** Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Dallas Regional **Fax No. (214) 767- 4101.** The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

Hand delivered bids are to be taken to: GPO Dallas, 1100 Commerce Street, Suite 731, Dallas, TX 75242, between the hours of 8:00 a.m. and 4:00 p.m., Central Time, Monday through Friday. The contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (214) 767-0451, Ext. 5.

The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**PRODUCTION AREA:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of the U.S. Attorney’s Office, 110 W. 7th Street, Tulsa, OK 74119.

**BIDDERS, PLEASE NOTE:** These specifications have been revised, **including added security requirements;** therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. The contract was formerly 7746-S.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, call Jim Hunt, (214) 767-0451, Ext. 5 or email [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov/>.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension/Electronic Media

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from DATE OF AWARD through August 31, 2020 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2019, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**SECURITY WARNING:** It is the contractor’s responsibility to properly safeguard personally identifiable information (PII) and protected health information (PHI) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of PII or PHI.

Personally identifiable information is “information that can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.” (Reference: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

Protected health information is any information which can be used to identify an individual such as their medical histories, mental health conditions, insurance information, etc.

The contractor must agree to the following security conditions:

- Documents and/or items received by the contractor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being processed, they will be securely stored in a location which will preclude unauthorized access.
- Individuals having access to documents and/or items during pick-up, transport, processing, assembly, delivery, etc., must be properly notified by the contractor regarding the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.

**NOTE:** Special attention is directed to the following: Due to the sensitivity of the Government furnished materials, all pick-up and return of Government-furnished materials **must** be made by a direct employee of the contractor in a contractor-owned vehicle.

Bid submission indicates contractor agrees and will abide by all the CONFIDENTIALITY AND SECURITY requirements of this contract.

**SECURITY CONTROL PLAN:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials.

Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Security Control Plans shall provide in detail, at a minimum:

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the Government and award will not be made prior to approval of same.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from DATE OF AWARD through August 31, 2020, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of litigation support materials, requiring such operations as black, full and four-color copying and/or printing, laminating, trimming, mounting, limited graphic design, binding, and packing with short delivery schedules.

**TITLE:** Litigation Support Materials.

**FREQUENCY OF ORDERS:** Approximately eight (8) orders per year. Due to the nature of court system, the quantity and frequency of orders may vary widely.

### **TRIM SIZE, NUMBER OF PAGES, AND QUANTITY:**

*Blowbacks/copying/printing:* Reproduce face and back in black 8-1/2 x 11" previously scanned litigation documents. Quantity 1,250 to 7,500 leaves with an average of 2,500 leaves per order.

*Color copying:* Color copying of 8-1/2 x 11" or 17 x 11" leaves will be face only or face and back; head to head or head to foot, as indicated on the print order. Quantity 100 to 500 leaves with an average of 250 leaves.

*Tab dividers:* Trim size: 9 x 11" overall. The 9" dimension includes a 1/2" tab extension. Tabs will be full or partial 1/5<sup>th</sup> cut. Quantity 1 to 5 tabs with an average of three (3) tabs per book.

*Pamphlets:* Trim size 8-1/2 x 11" or 11 x 8-1/2", printing face and back. Each order will be for 100 to 1,000 copies with an average of 300 copies. More than one brochure may be ordered per print order.

*Law enforcement, victim ID cards:* Trim size: 4 x 3-1/2", face and back. After printing, laminate both sides with 10-mil film laminate, trim flush. Quantity 100 cards per order.

*Exhibit displays (posters):* Flat forms printing face only up to 48 x 36". Quantity 1-5 displays per order with an average of two (2) displays per order.

*Graphic design:* Graphic design services may be required on Exhibit Displays or other products. Up to five (5) hours per order.

**GOVERNMENT TO FURNISH:** Print orders (GPO Form 2511).

Camera copies consisting of line copy (text matter, fine line detail illustrations, and fine line screen tints) to be reproduced at 100%.

CD ROMs, containing all text, logos, line illustrations and halftones. The disks will be produced on an IBM compatible computer using MS Word, PowerPoint and PDF files. Printer and screen fonts will not be included.

Files in PDF format. Files may consist of multiple sections to be collated into one cohesive publication. Agency will furnish additional information for collation instructions.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH", necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**MICROSOFT OFFICE FILES:** Special Software Consideration: (a) Microsoft Office files (e.g. files from Presentations, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications. (b) The Contractor will not receive additional compensation or time for common errors associated with the output of Office files. Common errors include, but are not limited to: (1) color issues and shift (RGB color data, no spot colors, loss of black plate), (2) page integrity (text reflow), (3) missing prepress features (e.g., bleeds, trim marks) or (4) loss of text characters from graphic elements. (c) If supplied by the Government, a visual will be considered the standard for output. The contractor must ensure that the page integrity (e.g. reflow) of final output matches the furnished visual.

**PROOFS:** On occasion, PDF proofs may be required. Upon receipt of the print order and furnished files contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

The proofs will be checked for quality and compliance with these specifications, approved or approved on the same workday after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Text (blowbacks, copies, printing): White and Colored, Plain Copier, Xerographic, Basis Weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP O-65. It is anticipated that 95% of the pages will print on white paper.

Text (pamphlets and posters): Litho (Gloss) Coated Book, Basis Weight: 80 lbs per 500 sheets, Basis Size 25 X 38", equal to JCP Code\* A180.

Covers (front and back) and Tab Dividers: White and Colored Index, Basis Weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Lamination (ID cards, posters): 5 mil matte film laminate.

Mounting substrate: 3/8" Foam Board.

**NOTE:** The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same. Applies to Litho (Gloss) Coated Book, equal to JCP A180 only.

**PRINTING:**

*Blowbacks, copying and printing:* Print or copy 8-1/2 x 11" face only or face and back in black or full or four process color and head to head or head to foot, as indicated on the print order via any suitable method that meets the quality requirements of the specifications. Content will come from CD or DVD-R disks or camera copy.

*Divider tabs:* When required, divider tabs will reproduce face only in black ink only (in addition an occasional order will have face only body copy in black ink only).

*Pamphlets:* Black only or full or four color process printing of 11 x 8-1/2" or 8-1/2 x 11" leaves will be face only or face and back; head to head or head to foot, as indicated on the print order. After printing, fold from 8-1/2 x 11" or 11 x 8-1/2" to 2-1/3 x 8-1/2", title out.

*Exhibit displays (posters):* Flat forms printing up to 48 x 36", face only in full or four process color. After printing, laminate exhibit display (posters), 5 mil matte or satin film laminate up to 48 x 36", face or face and back as indicated on print order, trim flush. After printing and/or laminating, some posters will mount laminated or unlaminated onto 3/8" foam core, trim flush

*Law enforcement, victim ID cards:* Total product. Prints 4 x 3-1/2" face and back in full or four process color, head to head or head to foot, as indicated on the print order via any suitable method that meets the quality requirements of the specifications. After printing, cards are laminated each side with matte or satin film laminate, 5 mil per side and trimmed flush all four (4) sides.

*Graphic design services:* Creating of required exhibit posters, pamphlets and ID cards. Minimum 1/2-hour charge up to 5 hours as determined by each project and pre-approved by agency and GPO.

**MARGINS:** Approximate to the original copy.

**BINDING:** Various binding operations not limited to the following will be ordered. Generally these operations will apply to the assembly of printed litigation documents:

*Stitching/stapling:* Wire stitch/staple in upper left corner or wire stitch/staple in two places on the 11" left (as ordered).

*Folding:* Victim Witness letters, 8-1/2 x 11" will c-fold to 8-1/2 to 2-1/3" with title, address out. All 17 x 11" fold-ins will fold with one parallel fold to 8-1/2 x 11" or with two parallel accordion folds to 8-1/2 x 11" (if the fold-in is part of a larger publication). Gather fold-ins at the end of the text or inserted throughout text.

*Tab dividers:* Orders may require 1/5th cut (or other various cuts) on the 9". Overall tab dividers shall be 9 x 11" sheets including tab extension. Composition services may be required for the tab dividers. See "COMPOSITION" below. Orders may also require pre-manufactured tab dividers, letter or numbered as ordered, equal to Avery Ready Tabs with Mylar reinforced tabs.

*Drilling:* May be required with 1/4", 5/16", or 3/8" round holes. The size and number of holes required will be indicated on the order. It is anticipated that most orders will be for 3 holes, 1/4" diameter, 4-1/4" center to center, 3/8" from the 11" left edge.

*GBC binding:* Includes collating, punching and inserting pagers.

*3-Ring Binders:* Sizes of 1", 2", 3", and 4" capacity.

**PRIOR APPROVAL AND WRITTEN MODIFICATION IS REQUIRED FROM THE GPO CONTRACTING OFFICER TO CHARGE FOR ANY OPERATIONS OUTSIDE OF THE CONTRACT.**

**COMPOSITION:** (Tab dividers) Since no specific typefaces will be specified, the successful bidder must furnish a suitable sans serif typeface.

**PACKING:** Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.



**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to location(s) in the Tulsa, OK area.

**RECEIPT FOR DELIVERY:** The contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and so on; date delivery made; and signature of the Government agent accepting delivery.

**SCHEDULE:** Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order document.

The furnished material must be picked up from and delivered to the address on the print order.

No arrangements will be made by the Government to wrap or otherwise prepare the furnished material in preparation for delivery to the contractor's plant.

The government may bring the print order and material to the contractor's plant and remain on-site to observe the order during production. The contractor is to provide full plant access to the inspector(s) for them to fulfill their duties. The materials not actively involved in production must be kept in a safe place and protected against loss or disclosure.

The schedule begins immediately upon phone notification of the availability of the print order and furnished material. No predetermined schedule for pickup or arrival of material is possible. Most orders placed will require complete production and distribution within 12 to 24 hours. Remainder orders may have schedules exceeding 24 hours.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1747-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials to: DOJ, U.S. Attorney's Office, Attn: Paul Brown (918-382-2730), 110 W. 7<sup>th</sup> St., Ste. 300, Tulsa, OK 74119

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I.	A.		3
II.	A.	(1)	20
		(2)	3
		(3)	1
		(4)	1
	B.	(1)	8
		(2)	3
	C.		5
	D.	(1)	3
		(2)	12
	E.		72
	F.		12
III.	A.	(1)	10
		(2)	20
		(3)	60
		(4)	10
	B.		80
	C.		10
IV.	A.		20
	B.	(1)	72
		(2)	12
		(3)	72
	C.		250
	D.		1

#### SECTION 4. - SCHEDULE OF PRICES

Offers offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Offerors must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

Offers submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is bidding on may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts will be prorated at the per 100 or 1,000 rate.

- I. PROOFING:** The prices offered must be all inclusive for output from electronic media, and shall include cost of all materials and operations as applicable.

A. PDF proofs..... per proof ..... \$ \_\_\_\_\_

**II. BLOWBACKS/COPYING/DUPLICATING:**

**A. TEXT:**

- 1) Black copying/printing up to 8-1/2x11" ..... per 1,000 leaves ..... \$ \_\_\_\_\_
- 2) Color copying/printing up to 8-1/2x11" ..... per 1,000 leaves ..... \$ \_\_\_\_\_
- 3) Black copying/printing, over 8-1/2x11" to 11x17" .... per 1,000 leaves ..... \$ \_\_\_\_\_
- 4) Color copying/printing, over 8-1/2x11" to 11x17" .... per 1000 leaves ..... \$ \_\_\_\_\_

**B. COVERS (Stitch binding sets):**

- 1) 2 Piece Covers (white index) Printed in black ..... per 10 sets/books ..... \$ \_\_\_\_\_
- 2) 2 Piece Cover (white index) Printed in color ..... per 10 sets/books ..... \$ \_\_\_\_\_

C. Tab dividers: Printed in black ink..... per 100 tabs..... \$ \_\_\_\_\_

Initials

\_\_\_\_\_

D. PAMPHLETS; (including stock, folding, and scoring):

- 1) Printed in black only ..... per 100 copies..... \$ \_\_\_\_\_
- 2) Printed in full or four process color ..... per 100 copies..... \$ \_\_\_\_\_

E. EXHIBIT DISPLAYS: Printed in full/four process color ..... per square foot ..... \$ \_\_\_\_\_

F. WITNESS ID CARDS: Printed in full/four process color ..... per 100 copies..... \$ \_\_\_\_\_

**III. BINDING:**

A. 3-Ring Binders:

- 1) 1" binder ..... per binder..... \$ \_\_\_\_\_
- 2) 2" binder ..... per binder..... \$ \_\_\_\_\_
- 3) 3" binder ..... per binder..... \$ \_\_\_\_\_
- 4) 4" binder ..... per binder..... \$ \_\_\_\_\_

B. Plastic comb binding (GBC): ..... per 10 books ..... \$ \_\_\_\_\_

C. Stitching in upper left corner:..... per 10 pamphlets..... \$ \_\_\_\_\_

**IV. ADDITIONAL OPERATIONS:** These operations may be required for some jobs as indicated on print order.

A. Folding (continuous folds):..... per 100 folds ..... \$ \_\_\_\_\_

B. Exhibit Displays (finishing):

- 1) Lamination 5-mil Exhibit Displays (face only) ..... per square foot ..... \$ \_\_\_\_\_
- 2) Lamination 5-mil Exhibit Displays (face & back) ..... per square foot ..... \$ \_\_\_\_\_
- 3) Mounting – Exhibit Displays ..... per square foot ..... \$ \_\_\_\_\_

C. Three-hole drilling: ..... per 100 leaves ..... \$ \_\_\_\_\_

D. Graphic Design: ..... per hour..... \$ \_\_\_\_\_

Initials

\_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\*\*\*\*\*